

FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position in the fire service, the primary duties of which include conducting drills and training classes for all fire department employees. The employee of this class develops and implements training and safety programs by evaluating the performance of department employees during formal training sessions, at the station, and at the emergency scene. The incumbent of this class maintains records required to document the activity of the training and safety division. The Fire Training and Safety Officer is also responsible for preparing training materials and tests. This is a specialty class in the fire department and the employee of this class has supervisory responsibility over line personnel only when they are involved in training activities. The Fire Training and Safety Officer reports to and has work reviewed by the Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages and participates in the development and operation of the training program for the fire department. Provides for regular employee training at all levels within the department by conducting or supervising training classes, either in the classroom, at the drill field, or at fire stations, in the following areas: firefighting, forcible entry, use of protective breathing apparatus, nozzle and hose handling, fire streams, ropes, hydraulics, ladders, ventilation, fire attack, salvage and overhaul, pump operations, driving fire equipment, hazardous materials, firefighting apparatus, tools, and equipment, fire extinguishers, first aid, CPR, EMS, rescue, safety, pre-fire planning, supervision, public relations, fire prevention, inspection and investigation, communications, laws applicable to fire service operations, and any other related subject assigned or required. Responds to fires to make notes and take photographs for use in training. Evaluates the effectiveness of training program and makes recommendations for improvements. Provides informal or "on-the-job" training for new employees and assists employees in technical areas of work.

Performs administrative duties such as preparing lesson plans, training materials and written tests. Schedules training for department members, coordinates the movement of fire companies to and from all training. Administers and grades training tests. Performs statistical analyses of examinations to determine

reliability of the examination and appropriateness of test material. Performs validity studies using either content, criterion, or construct strategies in accordance with EEOC Uniform Guidelines. Maintains a library of training materials. Conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program. Keeps informed on modern firefighting methods and administrative practices. Holds meetings with fire department personnel for the purpose of receiving reports and sharing information.

Develops a safety program for the department and sees that such program is properly staffed and supplied with training resources. Devises methods to evaluate safety program and makes recommendations for improvements. Develops and recommends accident and loss control systems and programs for incorporation into operational policies. Identifies and appraises conditions which could produce accidents and financial losses. Conducts or directs research to identify hazards and evaluate loss-producing potential of a given operation. Coordinates safety activities of supervisors of divisions and companies to ensure implementation of safety activities through the department. Assists with investigations of all accidents involving department equipment or personnel and prepares accident and injury reports for review by administration personnel. Inspects apparatus, equipment, machinery, and working conditions of the department to ensure compliance with occupational safety and health regulations. Assists with inspections of apparatus and equipment for accident prevention devices. Demonstrates safety equipment and practices and observes department personnel to determine if prescribed safety equipment and practices are in use. Observes emergency scene operations to assure compliance with established safety procedures. Participates in activities of related professional organizations to remain current on safety program development.

Responds to all alarms or emergency calls for which the department is answerable. Takes charge of all safety procedures at the scene of a fire or emergency. Participates in handling emergencies involving hazardous materials. Assists in maintaining communication between the fire scene and other authorized personnel. Provides for the needs of firefighting and other emergency personnel at the scene of an incident. Monitors and evaluates local conditions which may become fire or safety hazards.

Provides for the maintenance of department records such as personnel training records, records of activity, inventory records, or any others that may be required. Completes all forms, records, and reports as required. Answers telephone inquiries concerning the operation of the fire department or division.

Manages the accounting for the money and assets of the training and safety division. Assists in the preparation of the departmental operating budget and in preparation of the operating budget for the division. Prepares expenditure estimates and authorizes expenditure of funds. Purchases equipment and supplies for the division,

keeping such purchases within the established budget. Writes requests for grants or other special funds to aid in the operation of the fire service.

Participates in public education programs and answers questions for the public about operation of the fire department. Informs the public about fire department work by means of talks, demonstrations, or distribution of literature in schools, civic groups, owners and employees of public and private buildings, or any other concerned citizens. Conducts tours of division facilities. Participates in conferences, conventions, and other educational meetings.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING REQUIREMENTS:

EITHER

Must have at least five (5) years of experience with a full-time, paid fire department in fire suppression, fire department training and safety or administrative duties.

OR

Must have at least ten (10) years of work experience with a fire department or other fire service related organization, the primary

duties of which must include work in positions which would provide background in fire suppression, training and safety or related areas.